



*“Advancing and Stretching  
Your Knowledge”*

## *Human Resource Institute*

### *Workforce Planning (Generalist Focus) Courses*

#### **Courses:**

#### **Contact Hours:**

Career Planning & Succession Planning	6.5
Coaching and Mentoring	6.5
Employment Law/Personnel Recruitment and Selection Process	3.25
Financial and Budgeting Concepts	6.0
Fundamentals of Benefits	13
Fundamentals of Compensation	13
Hiring the Right Person: Behavioral Interviewing Techniques	6.5
Introduction to the Commonwealth Personnel Management Information System (PMIS) or equivalent	6.5
Overview of Total Compensation	3.25
Recruiting, Staffing, Retaining the Workforce	13
Salary Survey Tools and Trends	3.25
Understanding Workforce Planning	3.25